



Execution – Personal Property

Intake Sheet

You are asking the King County Sheriff to levy on the property of another in order to at least partially satisfy a judgment. We require the following information:

_____ **Writ of Execution or Order of Sale**

Original + three (3) copies

Order to break and enter (tangible property)

_____ **Letter of Instruction – Must include**

- Description and location of the property to be levied upon
- Address of judgment debtor(s)
- Name, address, & phone number of attorney or party filing papers
- If you have no preference, indicate “transport and store at the discretion of the Sheriff”
- Indicate the value of the property to be levied upon

_____ **Bond of Indemnity to the Sheriff**

- Twice the value of the property to be levied upon
- Minimum bond is \$5,000.00
- Must have two signatures (bonding company & attorney)

_____ **Copy of judgment**

_____ **Sheriff’s Notice Regarding Storage**

Have attorney of plaintiff sign notice if property is to be stored

_____ **Sheriff’s Fee:**

\$318.00 + double mileage

If unable to serve personally, charge \$6.00 per person for certified mailing to judgment debtor(s).

You must recognize that you (or your client) are responsible for the storage charges, although they may ultimately be satisfied at the time of sale. Should the sale be postponed, either by court order, bankruptcy, or some other reason, those charges still accrue, and are your responsibility. Thank you for your cooperation.